

Hult Center for the Performing Arts License Agreement

Part C. Schedule of Services, Personnel, and Equipment

Effective 7-1-11

All rates and fees are subject to change



Local Performing Arts Rental Rates and Charges

INITIAL: _____

Silva Concert Hall - 2455 seats

Each Event	\$1975 + 4% gross over \$20,000
Second performance, same day	\$1240 + 4% gross over \$20,000
Load-in/Tech day/Rehearsal/Dress	\$1975
Audience-attended Dress Rehearsal -	\$1975

Soreng Theater - 498 seats

Each Event		\$1240 (PUF* + Rent)
Multiple Performances (per booking within 7-day period, Monday - Sunday)	2 nd Performance	\$950 or total PUF*, whichever is greater
	3 rd Performance	\$740 or total PUF*, whichever is greater
	4 th & Subsequent Performances	\$510 or total PUF*, whichever is greater
Load-in/Tech day/Rehearsal/Dress Rehearsal		\$180/day

The Studio – Capacity varies

50' x 60' rehearsal hall	\$500 for the first 6 hours; \$100 per hour thereafter
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Lobby – Capacity varies

All Lobby rentals are on a space-available basis for activities ancillary to contracted events in Silva Hall or Soreng Theater for public ticketed events and for events that are free and open to the public.

Public, ticketed events and Community activities	\$1975 plus 4% gross over \$20,000 plus actual expenses
Free public or private events	\$1540
Activities ancillary to contracted events in Silva Hall or Soreng Theater	actual expenses

***Patron User Fee (PUF)** A \$2.00 per person fee will be charged for any event that is ticketed and/or when an admission is charged. Licensee is permitted up to 10% of the house's potential capacity in Silva and in Soreng, exempt of PUF, when used as complimentary tickets. All performance rental rate percentages charged are **net** of Patron User Fee.

Ticket Office Services

Tickets are computer-generated by the Owner's Ticket Office. If Licensee requires hours be extended beyond regular Ticket Office hours of Noon - 5:00 p.m., Tue-Fri, 11:00 a.m. - 3:00 p.m., Sat, and one hour before curtain time, Licensee will be charged \$165/hour for hours extended beyond regular ticket office hours for up to 5 hours (includes four ticket sellers and 1 supervisor). For events taking place on City holidays, all charges involving hourly labor costs are subject to 1.5 times regular hourly cost. Tickets may go on sale once the signed license agreement and deposit are submitted to the administrative office. Pursuant to Part B. 18, Licensee will forfeit the deposit if an event is canceled after tickets have gone on sale.

Ticketing fees:

Ticket Office Management Fee	Silva	\$200 per title
	Soreng	\$65 per title
Season Ticket Management Fee		\$200
Ticket Transaction Fee		\$.30/ticket
Order handling fee (renewals, subscriptions, mail orders)		not to exceed \$10.00/order
Mailing lists (email files or label sets)		\$50/thousand
Edit lists (electronic format)		\$50 per request in excess of offloading post-show event data
Allocating Owner's event tickets to a source outside the City's system		\$2.00/ticket
Ticket sales charged to credit cards (all events)		3.2%

Ticketing Services for events ticketed at non-Cultural Services facilities	5% of gross sales	
	\$35 ticket set-up fee	
	\$.30/ticket for Ticket Transaction Fee	
	Off-site season ticket set-up fee	\$200
Promoter offered complimentary exchange and/or duplicate tickets for subscriber	\$40/ title for up to three performances of said title	
Per ticket phone order service fee	Not to exceed \$5.50/ticket	

Event Cancellations

Cancellation fee - 5% of gross tickets sales for making refunds plus documented reimbursable actual expenses incurred by the Center and related to the cancelled event. (See Part B., #18 and #22)

Labor Rates

Stage hands and Technical staff

All stage labor must be performed by Stage hands represented by IATSE #675. There is a 4-hour minimum call. Stage hands are paid for overtime (1.5 x regular rate) in excess of eight (8) hours in a day, for all work performed after midnight and before 8:00 a.m., and for City holidays. Contract specifies 15 minute breaks every two (2) hours; meal benefits after five (5) continuous hours and a 48-hour advance notice. The following rates are subject to change.

Position Rate

Steward/Head carpenter	\$25.46/hour	Specialist	\$23.80/hour
Lead	\$24.67/hour	Grip	\$22.87/hour

Technical Director or designee - Labor charges per hour for:

(a) each hour beyond the first two hours of "advance" time (i.e., advising and consulting about pre-event issues, meeting with Technical Directors, scheduling staff). Should additional consultation be required and per hour charges assessed, Licensee will be informed at the time of the initial consultation; plus

(b) each hour spent on-site and engaged in event-related duties including meetings, stage calls from stage prep through event load-out, and event settlement.

Front-of-House Staff - In consideration of the safety and well-being of Hult Center patrons, the Front-of-House staffing policy is as follows:

Hall	Reserved Seating and General Admission
Silva	25 Ushers/Ticket takers, Receptionist, Head Usher, House Manager - Based on attendance
Soreng	9 Ushers/Ticket takers, Receptionist, Head Usher, House Manager - Based on Attendance
Other spaces	As required

Front-of-House staff starts one hour before and works 30 minutes after each event. The house opens 30 minutes before the curtain.

Average hourly rate per person	\$11.00/hour***
Each event is assigned one Head Usher	\$16.00/hour***
Each event is assigned one Receptionist	\$16.00/hour***

***For events taking place on any City holiday, the pay rate is 1.5 times the regular hourly rate.

House Manager or designee - Labor charges per hour for:

(a) each hour beyond the first two hours of "advance" time (i.e., advising and consulting about pre-event issues, meeting with Technical Directors, scheduling staff). Should additional consultation be required and per hour charges assessed, Licensee will be informed at the time of the initial consultation; plus

(b) each hour spent on-site and engaged in event-related duties including meetings, stage calls from stage prep through event load-out, and event settlement.

Facilities Manager - Labor charges/hour for each hour spent on-site and engaged in event-related supervisory duties including meetings and settlement.

Custodial - Custodial fees will be charged at \$25.00/custodian/hour. Additional after-show cleaning fees may be assessed when the situation warrants and may result in a later settlement adjustment for night-of-show settlements. For events taking place on any City holiday, the pay rate is 1.5 times the regular hourly rate. A minimum of one event custodian will be assigned to the shows which take place in the Soreng Theater and a minimum of two event custodians will be assigned to shows which take place in Silva Hall.

Security - A minimum of one guard at \$25.00/person/hour is required at the Security entrance from two hours before curtain to the end of the event. For overtime or for events taking place on any City holiday, the pay rate is \$37.50/hour. When the event requires T-shirt security, Owner reserves the right to determine staffing levels and select a qualified provider. T-shirt security expenses will be determined by the local market rate and will be the responsibility of the Licensee.

Guest Services

All food and beverage requests must be cleared through the Concessions Manager or designee no fewer than 10 working days in advance of the event; for catering estimates, please contact the Concessions Department at 541-682-5724. All charges will be included in the show settlement. To make specific arrangements, please contact caterers directly.

- Licensee has two **backstage** catering options: they may bring a caterer of their choice whereby the catering bill will be presented at the time of settlement, at which time Owner will collect a 15% commission. Or Licensee may opt to bring a personal caterer traveling with their touring production; the "buyout" fee will be \$300. It is expected the caterer will leave backstage area as they find it; licensee will be charged for any excessive cleanup needed after the caterer leaves at a fee of \$25/hour. Contact the Guest Services Manager, at 541-682-5724 at least 10 days prior to the event to discuss space set up, who the caterer will be and when they will arrive on site.
- Licensee will be responsible for all concessions charges.
- Please see the attached list of official Hult Center caterers for **public** events.

Lobby, Studio, and Gallery events requiring set-up and take-down will incur a two-hour minimum charge of \$25/person/hour. All catered events will be charged a 15% gratuity.

Merchandise Sales: Arrangements to sell merchandise must be made at least 10 working days in advance of the event with the Concessions Department at 541-682-5724. Commission charged is 10% (15% if Owner staff sells) and is due at the close of show. Licensee is responsible for informing the merchandise vendor of contractual obligations.

Telephone Lines: One telephone line is available in the Road Manager's office and at no charge. There is a charge of \$25 for each additional telephone line requested by the Licensee. Arrangements must be made in advance for network computer connections.

Americans with Disabilities Act (ADA): In accordance with Titles II and III of the ADA, Licensee shall be responsible for providing reasonable accommodations for persons with disabilities when those accommodations are requested. Owner will consult with Licensee if accommodations are requested.

Pyrotechnic Permit: For any live flame or pyrotechnic display:

- Licensee must secure a permit from the **City of Eugene and State of Oregon (Salem, OR)** Fire Marshals at the fee in effect at the time of issuance of permit.
- A fee of not less than \$100, but not to exceed \$250, in addition to the fee charged for a permit from the City of Eugene Fire Marshal, will be charged to recover actual labor and transportation costs if the Owner's Tech Services Department processes the permit. (More information regarding the permit application process can be obtained from Tech Services.)

Marketing

Owner must receive licensee's signed contract and deposit prior to any marketing of the event by either the venue or promoter.

Lobby Banners and Flat Screens: Licensee receives access to flat screen televisions in Lobby to run DVDs featuring event sponsors and additional information. There is a \$50 fee for standing banners displayed in the Lobby. Please call 541-682-8380 for details.

Management of Event Postering: A minimum of \$150/booking.

Promoter-requested e-mail campaigns: \$350 for 3500 addresses; \$20/1000 for additional addresses requested over 3500.

Web Site: We request your URL; please include it on your ticket order form or near the address in Part A. of your license agreement. Visit the Hult Center's web site at <http://www.HultCenter.org>

Local Equipment Rental Rates

Lighting	Rental Rates and Charges	
	Silva	Soreng
Standard	\$200/event	\$125/event
60 amp shore power per bus	\$35/day	\$35/day
Color Changers (12) each w/ 'brains'	\$20/event	\$20/event
Follow Spots (ea)	\$75/event	\$50/event
Cyberlights	\$50/event	\$50/event

“Standard” lighting applies to those events using the theater’s standard inventory.
 When available, additional instruments may be rented for \$5.00 each per show day.
 There may be times that you will need to rent additional units from outside the Hult Center.

Sound*	Rental Rates and Charges	
	Silva	Soreng
Basic (tape/cd playback, 4 mics)	\$150/event	\$75/event
Full (complete inventory; subject to availability)	\$250/event	\$125/event
Center Cluster Only	\$100/event	no charge
Monitor System	\$175/event	\$100/event
Wireless Mics (ea)	\$75/event	\$75/event

Sound cart (available in Lobby, The Studio, etc.)	\$75 per event
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*Final determination of sound level will be at the discretion of Owner.

Miscellaneous Equipment - Labor for set-up and break-down of the following equipment is not included in the prices below.
 (see sections on labor rates for hourly costs)

Pianos	
Steinway 9'	\$150/production
Baldwin 9'	\$100/production
Yamaha 7' (in the Lobby)	\$100/production
Yamaha 7' (Silva, Soreng, The Studio)	\$100/production plus labor for moving--call Tech Services for rates.
Upright	\$50/production
Piano Tuning	actual cost
Brombaugh Portative Organ*	\$150/production; \$200 for outside use—7 day maximum
Dance Floor (per engagement)	
Basic Marley	No charge
Adagio	\$100/production
Washer/Dryer	\$16/pair/production

Equipment available upon request for use; please check availability prior to finalizing rental agreement:

	On-site rental fee	Off-site rental fee
Silva Orchestra shell	no charge	N/A
Soreng Orchestra shell	no charge	N/A
Wenger Choral Risers	no charge	\$20 each
Band Risers (8, 16, and 24")*	no charge	\$10 each
Orchestra Chairs*	no charge	\$5 each
Music Stands*	no charge	\$2 each
Music Stand Lights*	no charge	\$2 each
Projection		
Tripod screen	no charge	N/A
10 X 14 rear screen	\$50	\$50
18 X 24 dual screen	\$100	N/A
Epson Projector	\$50	N/A
Lectern/mic	no charge	N/A

* Available for off-site use; rental equipment which will be taken out of the building requires an agreement no fewer than 10 working days in advance of the first date of use.

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